

PROFESSIONAL SERVICES

Records Management Services and Equipment



SIN	LABOR CATEGORY	DESCRIPTION	GSA RATE
SYSTEC DOCUMENT TRACKING SUPPORT SERVICES			
51 504	SYIXDC	DATA CONVERSION (per day)	\$ 1,435.77
51 504	SYIXITR	REMOTE (WEB-BASED) INSTALLATION AND TRAINING (per hour)	119.65
51 504	SYIXIT	INSTALLATION AND TRAINING (per day + T & E)	1,435.77

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SIN	LABOR CATEGORY	DESCRIPTION	GSA RATE
51 504	SENIOR RECORDS MANAGEMENT CONSULTANT	<p>Minimum/General Experience: <i>10-15 years of related records management experience.</i></p> <p>Functional Responsibility: Responsible for the development of a comprehensive records management program. Key responsibilities may include designing and overseeing a detailed records inventory, performing staff interviews to gather needed information, development of file classification schemes (on a departmental level or company-wide), development and research of record retention schedules, establishment of policies and procedures for records management programs (from record creation to destruction), and overall development of the implementation plan.</p> <p><i>Minimum Education: Requires a Bachelor's degree and/or Certified Records Manager (CRM) designation from the Association of Records Managers and Administrators (ARMA).</i></p>	\$ 139.75/hr
51 504	RECORDS MANAGEMENT CONSULTANT	<p>Minimum/General Experience: <i>5-10 years of related records management experience.</i></p> <p>Functional Responsibility: Responsible for the development of a particular records management strategy within a client organization. Can assist the Senior Consultant by developing the comprehensive project plans including milestones for performance. Directs all implementation team members by monitoring activities and financial performance. Interacts with external clients as well as executives to communicate project status throughout the project's life cycle. Key responsibilities may include system design and consultation, implementation design and consultation and workflow analysis.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent.</i></p>	\$ 124.43/hr
51 504	PROJECT COORDINATOR	<p>Minimum/General Experience: <i>2-5 years of related project coordination experience in a service-oriented environment.</i></p> <p>Functional Responsibility: Responsible for the tactical design and programming for each Professional Business Services division project. Identifies, acquires and utilizes the necessary resources to meet specific project goals. Communicates tactical needs to field representatives to ensure project success. Coordinates and maintains schedule data to ensure correct timing for deliverables.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent.</i></p>	\$ 86.15/hr
51 504	SENIOR PROJECT MANAGER	<p>Minimum/General Experience: <i>5-10 years of related project management experience.</i></p> <p>Functional Responsibility: Responsible for the successful implementation of projects at field locations. Key responsibilities include training and development of Project Managers, job set-up and workflow development, conducting staff orientations, staff assignment, high-level auditing, high-level progress reporting in order to ensure quality and productivity standards are maintained while meeting client schedules. Prepares employee performance evaluations and handles field-based human resources issues. High level of client visibility to communicate progress and ongoing project changes throughout the cycle.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent experience.</i></p>	\$ 96.68/hr

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GSA

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51 504	PROJECT MANAGER	<p>Minimum/General Experience: <i>1-5 years of related experience.</i></p> <p>Functional Responsibility: Working under the Senior Project Manager, responsible for the successful implementation of projects at field locations. Key responsibilities include ongoing staff training, workflow analysis and reporting, handling daily staffing issues, in-depth auditing, and daily progress reporting to ensure quality and productivity standards are maintained while meeting client schedules. Responds to specific client needs and questions and manages the project facilities as dictated by the project plan.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent experience.</i></p>	\$ 90.93/hr
51 504	PROJECT SUPERVISOR	<p>Minimum/General Experience: <i>0-2 years of related on specific project-related matters.</i></p> <p>Functional Responsibility: Working under the Project Manager and/or Senior Project Manager, responsible for managing a specific portion of the project at a field location. Key responsibilities include workflow analysis and reporting, in-depth auditing, training and re-training as needed and daily progress reporting to ensure quality and productivity standards are maintained while meeting client schedules. In conjunction with the Project Manager, communicates directly with the client contact on specific project-related matters.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent experience.</i></p>	\$ 118.69/hr
51 504	TECHNICAL CONSULTANT	<p>Minimum/General Experience: <i>3-5 years of related experience, preferably in the Records and Information Management field.</i></p> <p>Functional Responsibility: Performs comprehensive business analysis in order to make high-level recommendations as to what technical features and functionalities are necessary in order to satisfy key client / project objectives. Focused on solving business problems, may provide company-wide consulting including equipment/ software design, evaluation, configuration management procedures, and statistical analysis. Incumbents are responsible for the installation, development, implementation and customization of hardware and software elements.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent experience.</i></p>	\$ 124.43/hr
51 504	TECHNICAL ANALYST	<p>Minimum/General Experience: <i>1-3 years of related technical and field experience.</i></p> <p>Functional Responsibility: On a client-direct basis, provides entry-level technical consulting in the definition, design and creation of a file tracking database or print system solution. May assist salespeople in the solution development and by performing technical demonstrations in the field. May be responsible for the installation, development, implementation and customization of hardware and software elements needed. Develops and conducts basic training programs (internal and external) to ensure solutions are well-understood by the client staff and supported by the organization. Provides ongoing post-implementation technical support.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent experience.</i></p>	\$ 34.46/hr

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51 504	DATA CONVERSION SPECIALIST	<p>Minimum/General Experience: 1-3 years of related technical and field experience.</p> <p>Functional Responsibility: When needed, data is taken from the clients host system and manipulated to meet specific criteria needed for tracking and/or label production applications.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent experience.</i></p>	\$ 96.68/hr
51 504	LABEL DESIGN SPECIALIST	<p>Minimum/General Experience: 1-3 years of related technical and field experience.</p> <p>Functional Responsibility: Based upon criteria and objectives developed by Records Management Consultants / Sales Consultants, provides technical programming and graphic layout of record identification label designs. Often requires multiple revisions may perform color mapping in order to match existing color-coded systems.</p> <p><i>Minimum Education: Requires a Bachelor s degree or equivalent experience.</i></p>	\$ 80.40/hr
51 504	INSTALLATION CONSULTANT	<p>Minimum/General Experience: 10-15 years of related field experience.</p> <p>Functional Responsibility: Reviews and/or recommends overall system design and Project Workflow Plan. Reviews and approves all system drawings, creates milestones for successful project completion. In special circumstances, may provide support to the field by performing special surveys or site visits to determine project feasibility.</p> <p><i>Minimum Education: Requires a Bachelor s degree or equivalent experience.</i></p>	\$ 118.69/hr
51 504	INSTALLATION MANAGER	<p>Minimum/General Experience: 3-5 years field experience.</p> <p>Functional Responsibility: On a regional basis, responsible for overseeing the entire installation project. Supervises all crew on site functions as the key client contact. Coordinates shipment of product, receiving at work site, labor requirements, and human resources issues in the field. Responsible for quality project results as well as timely, on-budget completion according to the Project Plan.</p> <p><i>Minimum Education: Requires a Bachelor s degree or equivalent.</i></p>	\$ 124.43/hr
51 504	RECORDS CLERK	<p>Minimum/General Experience: 1-3 years office or administrative experience.</p> <p>Functional Responsibility: Working under the direct supervision of the Project Manager and/or Project Supervisor, required to carry out the tactical tasks as described in the Project Plan. Tasks may include loading and unloading records, delivering records to the work area, matching records, verifying the match, document preparation, scanning records, applying labels, creating boxes, and packing and labeling boxes. Must meet established goals for productivity and accuracy on an hourly and daily basis. Receives comprehensive training and close supervision throughout the project.</p> <p><i>Minimum Education: Requires a Associate's degree or equivalent.</i></p>	\$ 34.46/hr

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51 504	RECORDS & ADMINISTRATIVE TECHNICIAN	<p>Minimum/General Experience: <i>1-3 years office or administrative experience.</i></p> <p>Functional Responsibility: Working under the direct supervision of the Project Manager and/or Project Supervisor, required to carry out the more records-intensive tasks as described in the Project Plan. Tasks may include matching records, verifying the match, system audits, classifying and auditing documents, re-sorting labels, project documentation, and purging records. Must meet established goals for productivity and accuracy. Receives comprehensive training and close supervision throughout the project.</p> <p><i>Minimum Education: Requires a Associate's degree or equivalent.</i></p>	\$ 37.33/hr
51 504	DATA ENTRY SPECIALIST	<p>Minimum/General Experience: <i>1-3 years office or administrative experience.</i></p> <p>Functional Responsibility: Working under the direct supervision of the Project Manager and/or Project Supervisor, required to carry out all data entry and verification functions at the client site as described in the Project Plan. Must meet established goals for productivity and accuracy of entries.</p> <p><i>Minimum Education: Requires a Associate's degree or equivalent.</i></p>	\$ 37.33/hr
51 504	STORAGE SYSTEM INSTALLER	<p>Minimum/General Experience: <i>1-3 years technical field experience.</i></p> <p>Functional Responsibility: Working under the direct supervision of the Installation Manager, required to carry out all necessary tasks in order to successfully complete the installation per the Project Plan. Tasks may include product unpack and stage, assembly of product, and clean-up of work area. Receives comprehensive training and close supervision throughout the project. Must meet established goals for productivity, accuracy of work, and conform with all safety guidelines.</p> <p><i>Minimum Education: Requires a Associate's degree or equivalent.</i></p>	\$ 56.47/hr

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51 504	INFORMATION RELOCATION SUPERVISOR	<p>Minimum/General Experience: <i>3-5 years supervisory and record management experience.</i></p> <p>Functional Responsibility: Working in conjunction with the Project Manager and/or Project Supervisor, required to direct all move-related tasks required to satisfy the requirements of the Project Plan. Key responsibilities include ongoing staff training, workflow analysis and reporting, handling daily staffing issues, and daily progress reporting to ensure quality and productivity standards are maintained while meeting client schedules. May respond to specific client needs and questions relating to workflow, timing, and schedule requirements. Responsible for ensuring all Information Relocation Specialists are meeting the established goals for productivity, accuracy, and are conforming with all safety guidelines.</p> <p><i>Minimum Education: Requires a Bachelor's degree or equivalent.</i></p>	\$ 70.83/hr
51 504	INFORMATION RELOCATION SPECIALIST	<p>Minimum/General Experience: <i>1-3 years administrative or records management experience.</i></p> <p>Functional Responsibility: Working under the direct supervision of the Project Manager, Project Supervisor, and/or Information Relocation Supervisor, required to carry out all necessary tasks in order to successfully complete a detailed file relocation per the Project Plan. Tasks may include product unpack and stage, packing of records, securing on transport vehicles, and unpacking according to the established file mapping scheme. Receives comprehensive training and close supervision throughout the project. Must meet established goals for productivity, accuracy of work, and conform with all safety guidelines.</p> <p><i>Minimum Education: Requires a Associate's degree or equivalent.</i></p>	\$ 56.47/hr

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SERVICE DESCRIPTION

ARCHIVING/RETENTION PLANNING

The archival process is a vital phase in the document management lifecycle. To ensure a comprehensive document management system, our professionals will identify your individual retention needs; write policies and procedures; develop an archival system with tracking capabilities; recommend files to purge or retain; and provide products to implement the system.

BARCODE / RFID TRACKING

Tracking provides an organization with complete control over all of their paper and image-based information. We will organize all information; eliminate redundant information; implement an indexing system fully integrated with color-coded and barcode labeling; provide RFID tags, readers and tracking system as required; train users; and implement guidelines.

CONSULTING

When a client is looking for expertise in developing a plan for their document management program, we can help assess record management needs by identifying business process and document lifecycles; prepare a strategic records management plan with detailed implementation process; identify and analyze future technology needs; research and recommend a retention schedule; and arrange training for users to ensure program is fully and efficiently utilized by all.

DOCUMENT AUDITS

Audits can be done electronically or manually, depending on the client's situation. The process involves identifying necessary audit criteria; analyzing each record against criteria; entering document and/or file content into a database or manually checking against criteria checklist.

FILE CONVERSION

Conversion is a process that transforms documents from one paper storage application to another. This may include converting files to a color-coded and barcoded labeling system by applying labels and linking to a tracking system; transferring of top-tab to side-tab files; relabeling and classifying; converting from one file system to another, i.e. alpha to numeric or terminal digital; consolidating and merging of multiple record into a single classification folder and/or multiple records storage sites into one centralized location.

FILE INVENTORY AND DATABASE DEVELOPMENT

As a first step in helping a client get their document management system to the next level, we will conduct a physical document or file inventory; validate the inventory; and collect data into a laptop computer to record an accurate database of the entire file system.

FILING SYSTEM DESIGN

A comprehensive filing system will make document retrieval and refiling more efficient. Our professionals will design a filing system by first determining how records are accessed and by what fields of information; prioritize information and design an appropriate labeling system; and provide suggestions on improving storage efficiency if needed.

IMAGING CONVERSION

Imaging requires extensive document preparation at the start of the process. We will identify documents for electronic or micrographic conversion; prepare paper documents by removing from folders, removing staples or other fasteners, copy odd-sized documents to common page size for scanning; determine indexing; scan and reassemble paper documents; create and implement efficient database program suited to individual needs; manage records conversion onsite or offsite.

MERGING AND INTERFILING RECORDS

Merging files or filing systems may be required as a part of a file conversion, relocation or centralization. Services include moving files as needed; relabeling; completing a document audit; and physically interfiling documents or files in the proper location.

RECORDS MANAGEMENT OUTSOURCING

Some clients have the need to outsource their document management functions, either on a full-time or part-time basis. We can provide regular onsite support for ongoing refiling, purging, labeling, retention planning or any other daily management or operational needs.

RELOCATIONS

Timely and accurate relocation of files with minimal interruption is vital to an organization's workflow. Our relocation service includes mapping record locations; sequencing and labeling each series; physical unloading, transporting and relocating of files; and conducting a final records inventory.